



5 COORDINATION/INTEGRATION

Effective: 7/1/97

5.2 Programs/Services Available to WIC Participants

Revised: 3/1/98

POLICY: Local WIC Projects should identify health, food, nutrition, and social services available to the WIC population and assure that appropriate staff know the eligibility criteria, referral requirements/recommendations, and WIC procedures for screening, provision of information and/or referrals, and documentation. A tool for identifying projects' levels of involvement with various other programs/agencies is included in this policy, though Projects may develop their own methods of collating the information.

PROCEDURE:

A. PROJECT LISTING OF PROGRAMS/SERVICES

1. It is recommended that Projects develop and maintain a listing of health, food, nutrition, and social services available to WIC applicants/participants.
 - a) Because staff should be able to understand which services are available to each applicant/participant, the listing may be completed by county or by service area.
 - b) When there are overlapping service areas, a Project may coordinate with other WIC project(s) to develop the listing.
2. To facilitate identifying services available and summarizing current information and referral procedures, a chart entitled "Summary of Coordination/Integration Methods & Programs/Services for the WIC Population" (see Attachment) may be used. This chart includes economic assistance programs, food programs, health services, nutrition services, coalitions/tasks forces, and social services. Many of these services/programs are available throughout the State. To complete this chart:
 - a) At the top of page 1, identify the Project and the county or service area described on the chart.
 - b) For each program/service, identify the type(s) of coordination/integration relationship(s). Existing State WIC relationships are identified on the chart. Add locally-established relationship(s), as appropriate. Examples of types of relationships are:
 - (1) Contract: a legally binding agreement that imposes an obligation on one party to perform specified duties in return for financial compensation



- (2) Memorandum of Understanding (MOU): agreement in which two or more parties agree to perform certain complementary functions in order to strive for common goal(s). It does not involve payments.
 - (3) Activities reflected in position descriptions or agency policies: regardless of whether or not there are contracts or MOUs, specifying activities in position descriptions or agency policies helps assure effective coordination/integration.
 - (4) Very informal; nothing in writing: the provision of information, referrals, etc. is left to individual staff discretion. Thus, there is no assurance of implementation of any coordination/integration activities or of continuity over time or amongst staff.
 - (5) Available in the WIC service area, but no coordination exists.
 - (6) Not available in the WIC service area or to WIC participants.
- c) For each program/service, identify the coordination and integration activities that are being implemented. Existing State WIC activities are identified on the chart. Add local activities, as appropriate. Examples of activities are:
- (1) Jointly funded resources or mutually donated resources.
 - (2) Joint participation on task forces, committees, consortia, or coalitions where many agencies come together in forums to address issues of common concern.
 - (3) Formal referral procedures (see the definition in Policy 5.7).
 - (4) Informal referral procedures (see the definition in Policy 5.7).
 - (5) Provision of written information about the service or program.
 - (6) Sharing of aggregate non-identifying data or reports for needs assessment purposes, etc.
 - (7) No coordination exists.
 - (8) Other. Describe other activities.
- d) For information on most of the services/programs listed on the chart, see the Outreach Manual for Wisconsin: WIC, Healthy Start, MCH (distributed to



WIC Projects in 1996). Limited information on other programs is included in Policies 5.3, 5.4, 5.5, and 5.8.

B. STAFF RESPONSIBILITIES

The Project Director should assure that appropriate staff know the services available, e.g., through orientation and training. Staff should also know when to provide information and/or referrals, how to document, and when and how to follow-up on referrals.

NOTES:

Available resources:

- * Wisconsin Nutrition Project: Outreach Manual for Wisconsin WIC, Healthy Start, MCH Projects: A Guide to Programs and Strategies, 1995. This manual includes information on the following programs: ABC for Health, AFDC, Birth to Three, Child & Adult Care Food Programs, Children with Special Health Care Needs, Community and Migrant Health Centers, Food Stamps, Head Start, HealthCheck, Healthy Start, Health Care for the Homeless Projects, Indian Health Services, Katie Beckett, Lead Poisoning, Prenatal Care Coordination, School Breakfast, School Lunch, SSI, Summer Food, WIC, and WisconCare. (distributed to WIC Projects in February, 1996)
- * Wisconsin Nutrition Project: Food Resource Guidebook: A Guide to Food and Nutrition Programs and Services in Wisconsin, 1992. (sent to WIC Projects by WNP in 1992)

ATTACHMENTS:

- * Summary of Coordination/Integration Methods & Programs/Services for the WIC Population